

Descriptor Term:
ACTION PLANS FOR LICENSED EMPLOYEES

Descriptor Code:
7.3920

Legal References: G.S. 115C-333, State Board of Education Policy TCP-C-004

Cross References: 7.3900 Evaluation of Licensed Employees

The board expects all certified employees to maintain high levels of performance. If employees are not meeting these standards, then the superintendent and his administrative staff are expected to work to address any identified deficiencies.

A. ACTION PLANS REQUIRED

Unless the superintendent recommends dismissal, demotion or nonrenewal of a poorly-performing employee, the superintendent or his/her designee shall develop and implement an action plan for each licensed employee who receives a "below standard" or "unsatisfactory" rating on a performance evaluation. Unless otherwise established by legal authority, the superintendent shall establish criteria that will be deemed evidence of a "below standard" or "unsatisfactory" rating on a performance evaluation. A "monitored growth plan" or "directed growth plan" developed in accordance with State Board of Education Policy TCP-C-004 satisfies the requirements for an action plan for a teacher under this policy.

B. DISCRETIONARY ACTION PLANS

Nothing in this policy shall limit the superintendent's authority to place an employee on an action plan or other plan of improvement at any time deemed necessary, including when (1) a monitored or directed growth plan is not mandated under State Board policy, or (2) an action plan is not mandated under this policy.

C. ACTION PLAN COMPONENTS

1. Dual Plans: A plan that is intended to serve as both an action plan and a monitored or directed growth plan must meet the requirements set by the State Board. The superintendent may require additional components beyond those required by the State Board, such as those listed below.
2. Separate Action Plans: An action plan that is not intended to serve a dual role as a monitored or directed growth plan, whether required by law or discretionary, must include the following components:
 - a. Identification of Deficiencies
All performance deficiencies identified in the employee's evaluation shall be identified and addressed in the action plan.
 - b. Performance Expectations
For each problem identified, action the plan must include a statement of the expected level of performance.
 - c. Strategies

The action plan shall set forth a strategy or strategies designed to correct each identified deficiency. Strategies should be specific and clearly stated the activities the employee should undertake to achieve the expected level of performance. They shall also identify all individuals responsible for implementing the plan.

d. Dates for Monitoring and Completion

The action plan must include dates upon which the employee's progress under the plan will be reviewed and the date by which the performance is to be improved to the expected level. Action plans required by this policy shall be completed within 90 instructional days or before the beginning of the next school year.

D. REEVALUATION REQUIRED

Once an employee completes an action plan, the superintendent or his/her designee shall reevaluate the employee and determine whether the employee continues to perform at an "unsatisfactory" or "below standard" level in any area or whether the employee's performance has improved sufficiently.

If the employee's performance remains "unsatisfactory" or "below standard", the superintendent shall either:

1. recommend that the board dismiss the employee or demote or transfer the employee to a position in which the employee can be successful; or
2. retain the employee in the current position if the superintendent:
 - a. determines that the employee's continuing performance problems are not adversely impacting student learning or the school environment, or
 - b. determines that the employee is making good progress toward improvement in deficient areas and is likely to improve to an acceptable level within a reasonable, additional time period.

An employee who is retained in his or her position after two poor evaluations must be given a new action plan and reevaluated in accordance with this policy.

E. SPECIAL PROVISIONS RELATING TO ACTION PLANS FOR CERTIFIED EMPLOYEES IN LOW PERFORMING SCHOOLS

Professionally licensed employees assigned to low-performing schools shall be placed on action plans as described in sections A, C and D above.

However, if a licensed employee in a low-performing school received a "below standard" or "unsatisfactory" rating on any function of his/her evaluation that is related to the employee's instructional duties, then the following additional provisions apply:

1. Person(s) Drafting the Action Plan

The person who directly supervises the employee, or the person or group who completed the evaluation shall draft the required action plan for the employee. Assistance or assessment teams shall collaborate with the employee's supervisor in developing an action plan.

2. Reevaluation and Dismissal

Upon completion of the action plan, the superintendent or designee or the assessment team will evaluate the employee again. The superintendent must recommend dismissal or demotion if the employee receives one "unsatisfactory" rating or more than one "below standard" rating on any function that is related to the employee's instructional duties.

Unless otherwise established by legal authority, the superintendent shall develop procedures that identify the standards of the evaluation instrument that are related to instructional duties for purposes of compliance with this subsection. The superintendent shall develop any other procedures necessary to carry out the board's directives.